



FuelsManager[®] Terminal Automation OIL & GAS

Quick Start Guide

Varec[®]

Included within the FuelsManager Oil & Gas package is:

- CD-ROM software in DVD case with Quick Start Guide booklet
- Keyboard template (To place over the function keys on the keyboard)
- Hardware security key (To attach to the back of the computer)
- Mouse pad
- Support label (Place in a visible location on the computer running FuelsManager)

By now, our Project engineers have installed and configured FuelsManager Oil & Gas to operate on your PC, running a Microsoft Windows platform. If you are familiar with this environment, you will find using all elements of the FuelsManager graphical (HMI) interface second nature.

Depending on your installation, you may be using the FuelsManager Operate Interface or the FuelsManager Web Server Interface to manage your operations. This guide will help to familiarize you with the most common elements found within each user interface.

► *FuelsManager® Oil & Gas is available in four Editions: Standard, Professional, Terminal Automation and Enterprise.*

► *For detailed step-by-step guides, please refer to the User Manual contained on the CD-ROM or the online help systems accessible from FuelsManager.*

► *For more detailed information on how FuelsManager is configured on your network, please contact your system administrator.*

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Starting FuelsManager

If FuelsManager Operate is not already running, start FuelsManager from the Windows Start Menu or by “double clicking” the FuelsManager Operate Desktop Icon.

Interface Elements

FuelsManager Oil & Gas provides a familiar Windows environment. The following items allow you to navigate through the program and manage your facility with ease.

Keyboard Shortcuts

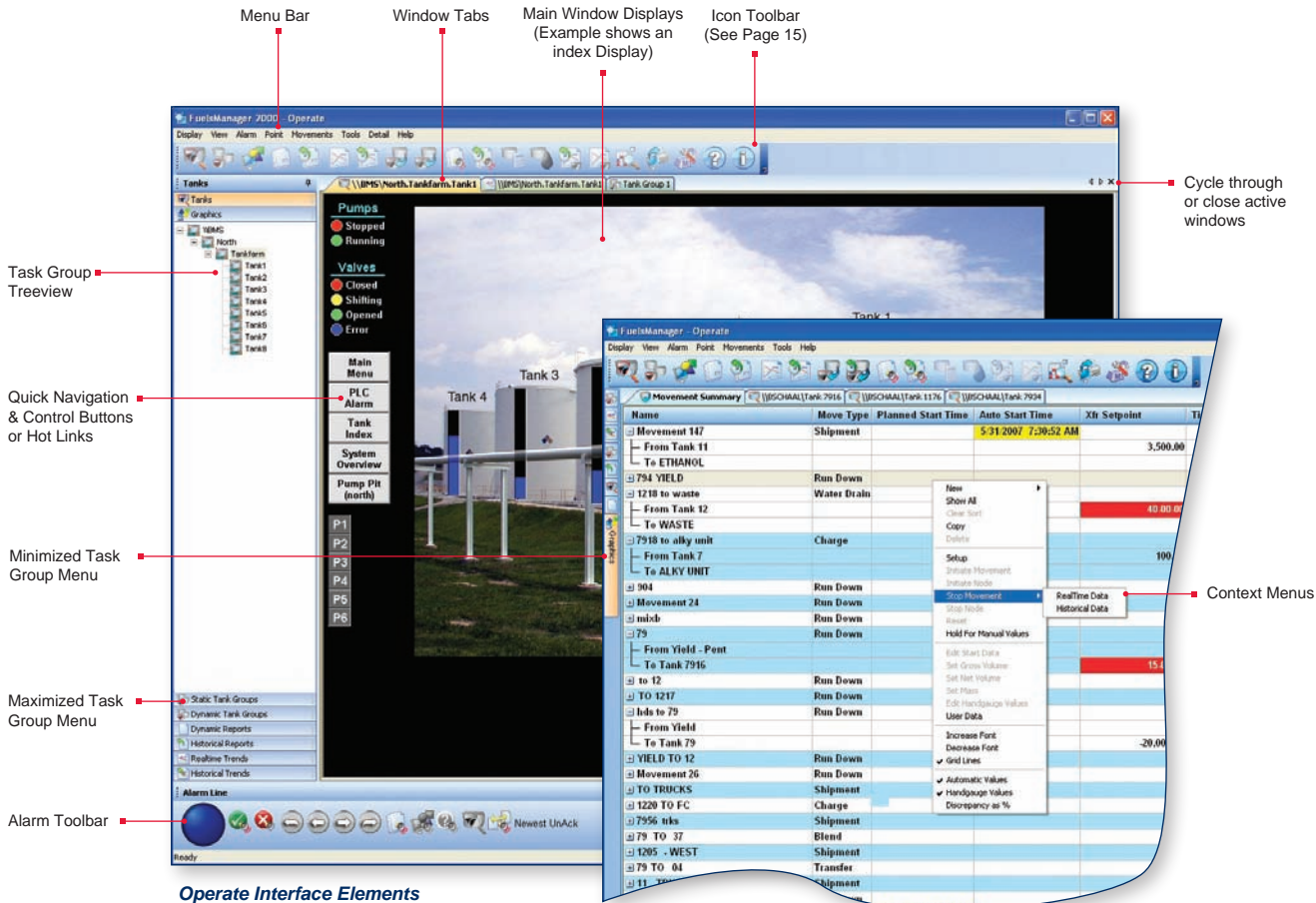
F1	Returns you to the Index display
F2	Opens the Graphic Display Selection dialog box
F3	Opens the Report List Selection dialog box
F4	Opens the Database Point Monitor for a previously defined point
F5	Opens the Alarm Summary
F6	Silences alarms
F7	Opens a Tank Detail
F8	Opens a Tank Group
F9	Toggles between Graphic and Tabular Tank Group displays
CTRL + F4	Closes the selected window
CTRL + TAB	Toggles through open displays
ALT + TAB	Toggles through all open applications

- ▶ *Start FuelsManager Operate from the Start Menu, select Programs/ FuelsManager/Operate.*



FuelsManager Operate Icon

- ▶ *Access the User Manual online from the 'Help' Menu. Then use the bookmarks to navigate to the desired topic.*
- ▶ *The Icon Toolbar can be customized to only show the icons you require.*
- ▶ *The Task Groups and Alarm Line can be easily minimized to provide a larger view in the main window.*
- ▶ *Task Groups and Window Tabs can be moved and rearranged easily by dragging and dropping.*
- ▶ *See the back cover of this booklet for a full listing of FuelsManager Toolbar icons.*

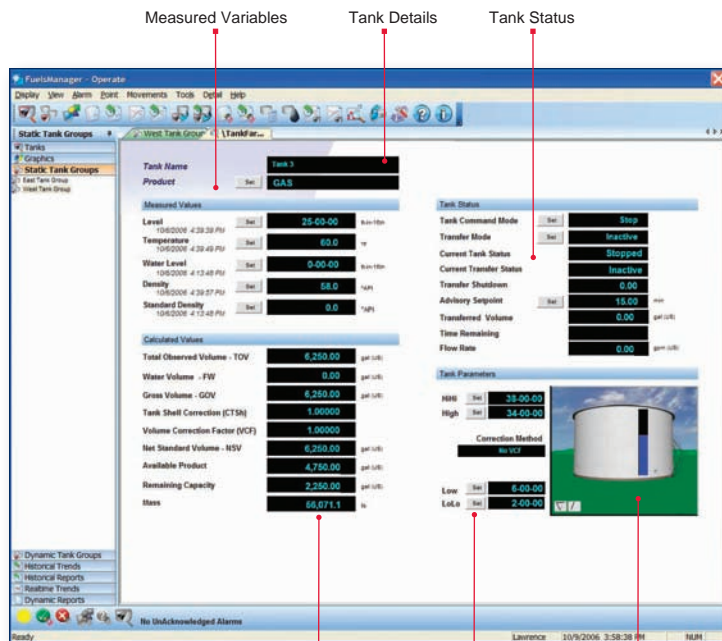


Operate Interface Elements

Tank Details



The Tank Detail display provides all inventory management information relating to a single tank.



Tank Detail

- ▶ F7 opens a list of available Tank Detail displays.
- ▶ Cycle through Tank Detail displays by using the "Page Up/Page Down" keys on your keyboard.
- ▶ Selecting a "Set" Button on the display will allow you to manually enter the value of the specific item. Depending on your security privileges, not all set buttons may be available.

Tank Calculator



The Tank Calculator is a valuable tool for scheduling and planning based on “what if” scenarios. You are able to manually perform calculations using current tank data without changing any tank values. For example, “What would the level be if 100,000 gallons (378,541 liters) was added?” or “What volume could be added to reach the high level limit?”.

► The Tank Calculator can be opened from a Tank Detail display's 'Detail' Menu.

Calculator -> WEXAMPLETanks.Tank1.Gauge

Data Item	Start Values	End Values	Differential Values
Level (ft-in-18h)	15-03-03	15-03-03	0-00-00
Water Level (ft-in-18h)	0-00-00	0-00-00	0-00-00
Solids Level (ft-in-18h)	0-00-00	0-00-00	0-00-00
Temperature (°F)	93.9	93.9	0.0
Ambient Temp (°F)	0.0	0.0	0.0
Vapor Temp (°F)	0.0	0.0	0.0
Vapor Press P3 (PSI)	0.00	0.00	0.00
%BSW	0	0	0
Standard Density (*API)	32.50	32.50	0.00
Density (*API)	35.06	35.06	0.00
Tank Shell Corr Fac	1.00000	1.00000	0.00000
VCF	0.98457	0.98457	0.00000
Volume (gal (US))	3,816.97	3,816.97	0.00
Root Correction (gal (US))	0.00	0.00	0.00
Hydrometer Value	1.0000	1.0000	0.0000
Volume Gross (gal (US))	3,816.97	3,816.97	0.00
Vol. Available Gross (gal (US))	2,316.97	2,316.97	0.00
Vol. Remaining Gross (gal (US))	4,683.03	4,683.03	0.00
Total Net Volume (gal (US))	3,758.08	3,758.08	0.00
Volume Net (gal (US))	3,758.08	3,758.08	0.00
Vapor Net Volume (gal (US))	0.00	0.00	0.00
Volume Available Net (gal (US))	2,281.22	2,281.22	0.00
Volume Remaining Net (gal (US))	4,610.77	4,610.77	0.00
Bottom Volume (gal (US))	0.00	0.00	0.00
Water Volume (gal (US))	0.00	0.00	0.00
Solids Volume (gal (US))	0.00	0.00	0.00
Mass (lb)	27,034.87	27,034.87	0.00
Liquid Mass (lb)	27,034.87	27,034.87	0.00
Vapor Mass (lb)	0.00	0.00	0.00
Mass Available (lb)	16,409.82	16,409.82	0.00
Mass Remaining (lb)	33,169.34	33,169.34	0.00
Volume Correction (gal (US))	0.00	0.00	0.00
Vapor Density (lb/ft³)	0.00	0.00	0.00
Density Temperature (°F)	0.00	0.00	0.00

OK Print

Click cells to change values

Other values are automatically calculated based on your inputs

Tank Calculator

Tank Group

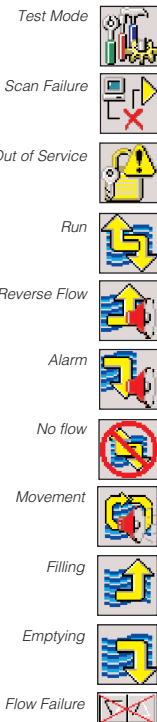


Tank Group displays allow you to view multiple tank information on a single display. Depending on your preference, the information can be displayed graphically or in a tabular spreadsheet format. Define totals and sub-totals rows in tabular views to quickly see the total amounts of products across multiple tanks and total product for the overall facility on a single display.



► F8 opens a list of Tank Groups available for display or allows you to create a new Tank Group display.

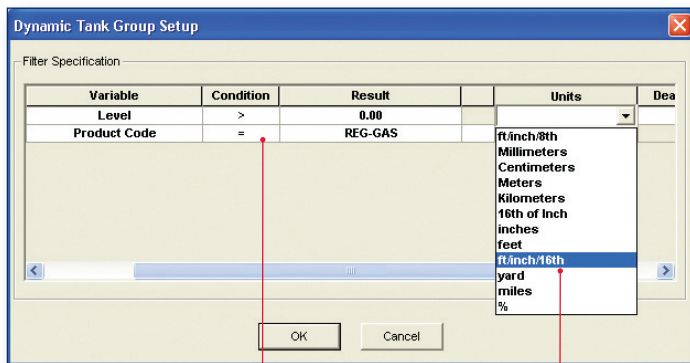
Tank Status Icons



Dynamic Tank Groups

As a standard feature, you are able to easily create “Dynamic Tank Group” displays. With a Dynamic Tank Group you are able to:

- set filters (or conditions), such as level greater than 10 feet (3 meters) or product equals crude. Having defined this filter, FuelsManager automatically adds and deletes tanks from the Tank Group display as the filter condition is met.
- combine conditions in a filter, such as flow is greater than zero and the product transfer time remaining is less than 60 minutes. You then see a “Tank Group” display containing moving tanks that are estimated to complete movements within the next hour (i.e. critical tanks).



**Dynamic Tank
Group Setup**

Multiple Filters

Filter Selections

► “Double clicking” a tank will open the Tank Detail display.

► F9 Toggles between Graphical and Tabular displays.

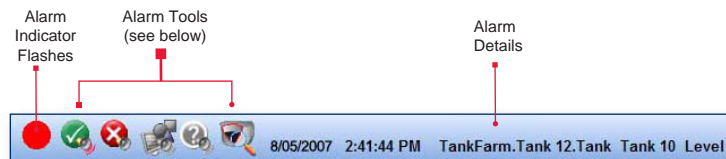
► On both the Graphical and Tabular tank displays, you can quickly and easily add or delete tanks.

► You can quickly add, delete, edit or insert columns to a Tabular Tank Group display.

► Right mouse click on the tank heading of a tabular tank group to access the filter setup.

Alarm Management

The Alarm Line provides a first sign of an alarm condition using flashing visual and audible notification regardless of which window is active. The flashing colors are based on alarm priorities; for example, these are typically red for High-High and yellow for High level alarms.



Alarm Line

Alarm Summary

The Alarm Summary is accessed from the Alarm Line by clicking on the Alarm Indicator. It provides a real-time display of all currently active alarms, including alarm type, date, time, acknowledgement status and priority.

Log File Browser

All alarms and events are logged to file for future reference. Open the Log File Browser from the Alarm Line or Icon Toolbar to view and print historical reports of alarms or events in detail.

► F6 Silences the Alarm, but the alarm will continue to flash until acknowledged by the operator.

► F5 Displays the Alarm Summary.

Alarm Icons



Alarm Summary

Alarm Summary with Details

Acknowledge and Silence Alarms

Selected Alarm

Alarm Status and Priority

Specify Dates to View

File Type

Open, Close, Print or Add Comment

Alarm/Event Details

Log File Browser

Most Recent Unacknowledged Alarm Flashes

Alarm Line

Current User Details

The screenshot shows the FuelManager - Operate interface. The main window displays a list of alarms under the 'Alarm Summary' tab. The 'Log File Browser' dialog is open, showing a list of log files. The 'Alarm Summary' window has a table with columns for Date & Time, Log Description & Variables, and Status. The 'Log File Browser' dialog has a 'Log Files To Open' section with a 'System' dropdown set to 'EXAMPLE' and a 'Date' field set to 'March 26, 2004'. The 'Current View' section has radio buttons for 'Alarm Log', 'Event Log', and 'Combined'. The 'Log File Browser' dialog also has buttons for 'Open', 'Close', 'Print...', and 'Comment'. The 'Alarm Summary' window has a status bar at the bottom showing 'Ready' and 'Lawrence'.

Date & Time	Log Description & Variables	Status
10/10/2006 3:42:13 PM	TankFarm Tank 13 Tank 13 Level	Low Low
10/10/2006 3:34:37 PM	TankFarm Tank 13 Tank 13 Level	Low
10/9/2006 3:49:42 PM	TankFarm Tank 16 Tank 13 Level	Trans SD Selfk Low

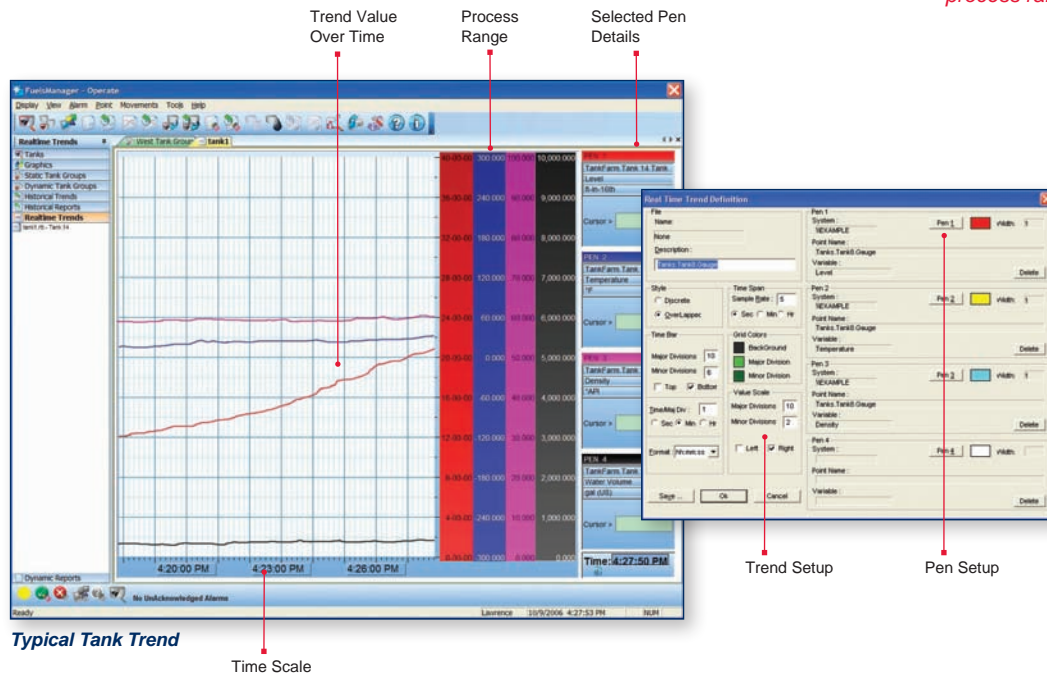
Day Displayed	Time	Event	By
3/26/2004	2:12:19 AM	Tanks.Tank0.Gauge Tank 0 High Level	
3/26/2004	2:12:19 AM	Tanks.Tank0.Gauge Tank 0 High-High Level	
3/26/2004	2:12:19 AM	Tanks.Tank0.Gauge Tank 0 Level = 31.63-13 (ft in 1000)	Administrator
3/26/2004	2:12:19 AM	Tanks.Tank0.Gauge Tank 0 Strip Error Digital Alarm	
3/26/2004	2:12:25 AM	Tanks.Tank0.Gauge Tank 0 Temperature = 52 (°F)	Administrator
3/26/2004	2:12:32 AM	Tanks.Tank0.Gauge Tank 0 Level HHH Limit = 38.08-86 (ft in 1000)	Administrator

Ready 10/10/2006 3:42:13 PM TankFarm Tank 13 Tank 13 Level Low Low Lawrence 10/10/2006 4:38:23 PM NUM

Tank Trends



You are able to view two types of trends: Generic Trends and Tank Trends. Generic Trends allow the selection of values from any point in the FuelsManager database. Tank Trends allow you to select values associated with a specific tank. With both types of trend you are able to select and define data for real-time or historical trends using a single dialog box.



► One section of the 'Trend Dialog box' differs from Real-time to Historical Trends - You must select the time period for Historical Trends.

► Access the 'Trend Dialog Box' from the Trend menu to define trend data, process range, color and time scale.

Operator Reports



Standard reports can be previewed and then printed, either on demand or periodically. FuelsManager Oil & Gas is supplied with a number of Real-time and Historical reports that can be accessed from the 'Display' Menu, Task Group Treeview or Icon Toolbar. Refer to the User Manual for further information about creating custom reports using Seagate Software Crystal Reports™.

► F3 Opens the 'Report List Selection dialog box'.

► Real-time reports can be edited using an built-in rept editor.

► Real-time reports display live data while Historical reports are created from archived information within FuelsManager.

Report List

Report Toolbar

Report Type

Report Details

Last Full Month Tank Change Report by Product

Product	Report	Report Time	Current	Crude Ytd	Der Ytd	Remaining Ytd	Asset Ytd
TankFarm.Tank 10 Tank	10-08-11	10-08-11	561,814.00	561,814.00	608,047.31	607,047.31	
	10-08-11	10-08-11	561,814.00	561,814.00	608,047.31	607,047.31	
	TOTALS	0.00	0.00	0.00	0.00	0.00	
TankFarm.Tank 11 Tank	10-08-11	10-08-11	564,178.83	564,178.83	603,821.38	603,821.38	
	10-08-11	10-08-11	564,178.83	564,178.83	603,821.38	603,821.38	
	TOTALS	0.00	0.00	0.00	0.00	0.00	
TankFarm.Tank 12 Tank	10-08-11	10-08-11	568,400.00	568,400.00	603,399.84	603,399.84	
	10-08-11	10-08-11	568,400.00	568,400.00	603,399.84	603,399.84	
	TOTALS	0.00	0.00	0.00	0.00	0.00	
TankFarm.Tank 9 Tank	10-07-14	10-07-14	570,728.44	570,728.44	640,271.38	639,271.38	
	10-07-14	10-07-14	570,728.44	570,728.44	640,271.38	639,271.38	
	TOTALS	0.00	0.00	0.00	0.00	0.00	
Product: DERV							
	10-08-03	10-08-03	570,813.84	568,813.13	629,184.00	628,184.00	
	10-08-03	10-08-03	570,813.84	568,813.13	629,184.00	628,184.00	
TOTALS	0.00	0.00	0.00	0.00	0.00		

Printed: Monday, 8, 2006
Last Full Month Tank Change Report by Product
Page 1 of 1

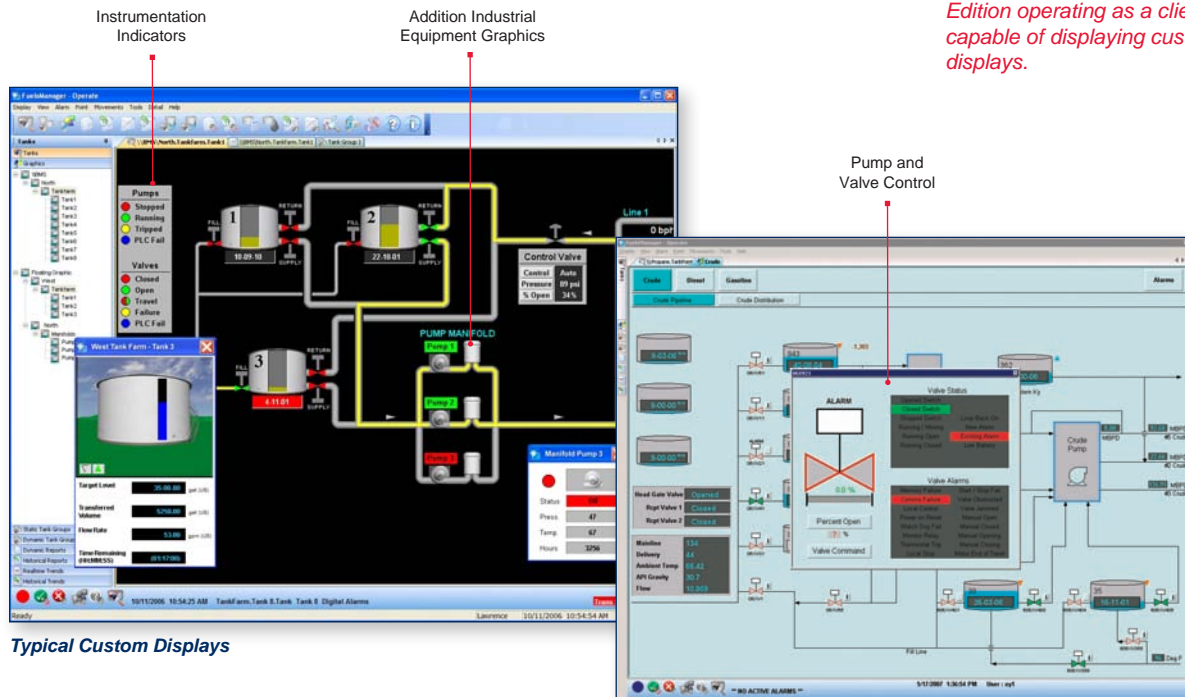
Ready No Unacknowledged Alarms
Lawrence 10/9/2006 4:13:51 PM N/A

Example Report

Custom (SCADA) Displays



FuelsManager Oil & Gas is capable of displaying custom displays. Typical custom graphics include an index, site overview or a SCADA display. These may include 'hot links' to other displays or items, such as instrumentation, pumps or valves.



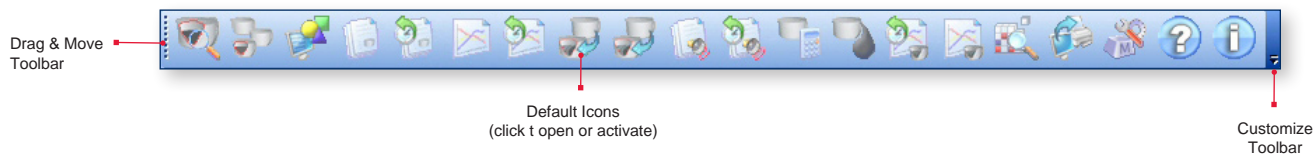
Typical Custom Displays

► FuelsManager Oil & Gas Professional and Terminal Automation Editions allow you to create and edit custom graphics, such as SCADA displays.

► FuelsManager Oil & Gas Standard Edition operating as a client is capable of displaying custom displays.

FuelsManager[®]
OIL & GAS

Operator Icons



Desktop & Administrator

FuelsManager



Hardware Key



FuelsManager Configuration



FuelsManager Web Interface



FuelsManager Operate



FuelsManager Web Server



Tank Detail



Tank Group



Tank Calculator



Define Point



Add Point



Subtract Point



Trend



Historical Trend



Tank Trend



Historical Tank Trend



Graphics



Screen Print



Movement



Historical Movement



Movement Report



Leak Detection



Macro



Report



Historical Report



Alarm Log



Alarm Summary



Alarm Toolbar

Acknowledge Alarm



Silence Alarm



Alarm Graphic



Alarm Help



Tank Alarm



Product Movement System



A fully revised product movement system allows you to track, manage and report all product movements through your facility, including shipments, blends, tank-to-tank transfers, etc. quickly and easily.

From	To	Xfr Mode	Setpoint	%

Movement Setup

Level	Gross Volume	Net Volume	Mass	Density	Std Density
31-00-00	7,750 gal (US)	7,750 gal (US)	69,528 lb	0 *API	0 *API

Edit Start and Closeout Data

Level	Gross Volume	Net Volume	Mass	Density	Std Density
22-00-00	5,500.00 gal (US)	5,500.00 gal (US)	49,342.76 lb	0.00 *API	0.00 *API

- ▶ The product Movement Tracking System is supplied as standard with The Terminal Automation Edition. As an optional feature the system requires FuelsManager Professional Edition to operate.
- ▶ Easily expand/contract each movement to display/hide nodes and details for each individual movement.
- ▶ Standard table formats allow editing and managing movement summary/history data.
- ▶ Movements can be automatically started based on plant status, such as a valve opening or pump starting.
- ▶ Movements can be automatically started based on date or time.
- ▶ Movements can be downloaded from logistics/planning systems
- ▶ Operators can edit movement start/stop data manually or pull data from Fuelsmanager's archive ensuring accurate start/stop data is used.

Typical Movement History

Name	Movement Type	Planned Start Time	Auto Start Time	Xb Setpoint	Time Remaining	State	Level	#1
Movement 147	Shipment	5:31 2007 7:30:52 AM			3,500.00	Inactive		
From Tank 11								
To T2HABOL								
7704 YIELD	Run Down					Active		
1218 to waste	Water Drains				600.00	Active		41.00.00
From Tank 12								
To WASTE								
7708 to alkyl unit	Charge				100.00	Inactive		
From Tank 7								
To ALKY UNIT								
M1	Run Down					Active		
Movement 24	Run Down					Active		
1218	Run Down					Active		
From Yield - Pent								
To Tank 7706								
12	Run Down					Active		
12 to 1217	Run Down					Active		
12 to 1217	Run Down					Active		
From Yield								
To Tank 79								
1218 to 1217	Run Down					Active		
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To Tank 79								
1218 to 1217	Run Down					Active		
From Yield				</				



Selected Tank

Duration

Properties

Results & Status

Run Analysis

Test Results

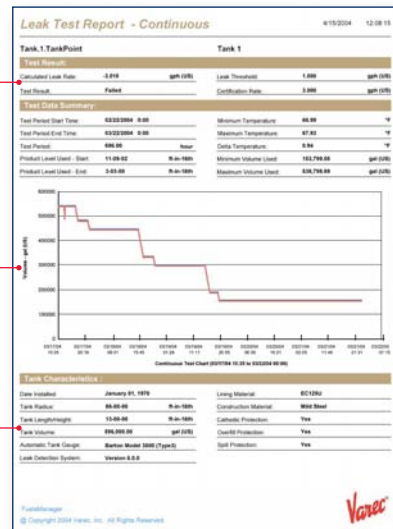
Graphical Analysis

Tank Characteristics

► *Configure the system for automatic monthly reporting*

- ▶ 3rd party certified for use on underground storage tanks - Archive all data and reports per EPA requirements

- ▶ *React to audible and visual alarms if a tank event occurs*



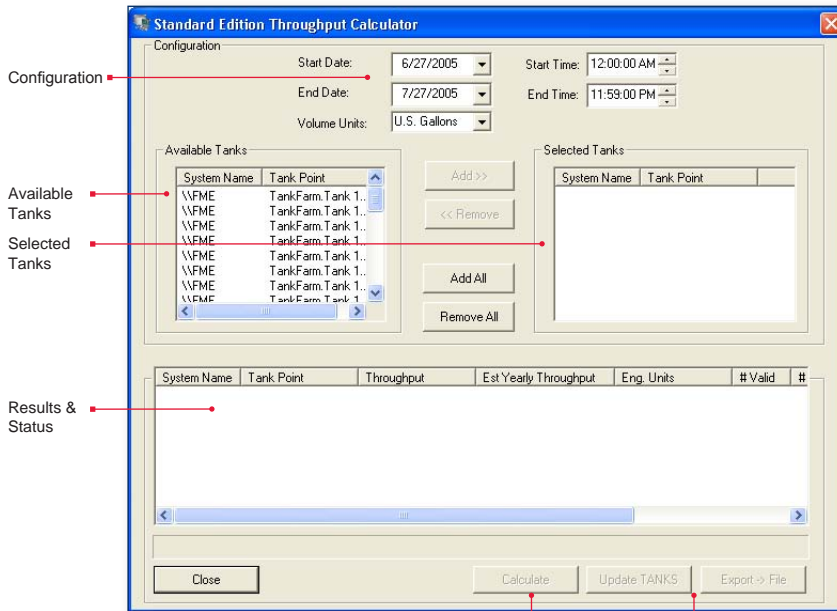
Leak Detection Dialog

Leak Detection Report

EPA Title V Emissions

Estimate emissions by automating a product throughput analysis of your tanks. All calculated data can be exported to a file that can be opened in standard business software, such as Microsoft Excel or exported to US EPA TANKS (version 4.09b) software.

- ▶ *Select time periods - analyzes your tanks per month, per year or over any given period*
- ▶ *Select engineering units - gallons, bbls, etc.*
- ▶ *Add or remove tanks before an analysis is performed*
- ▶ *Calculate throughput for all tank types*

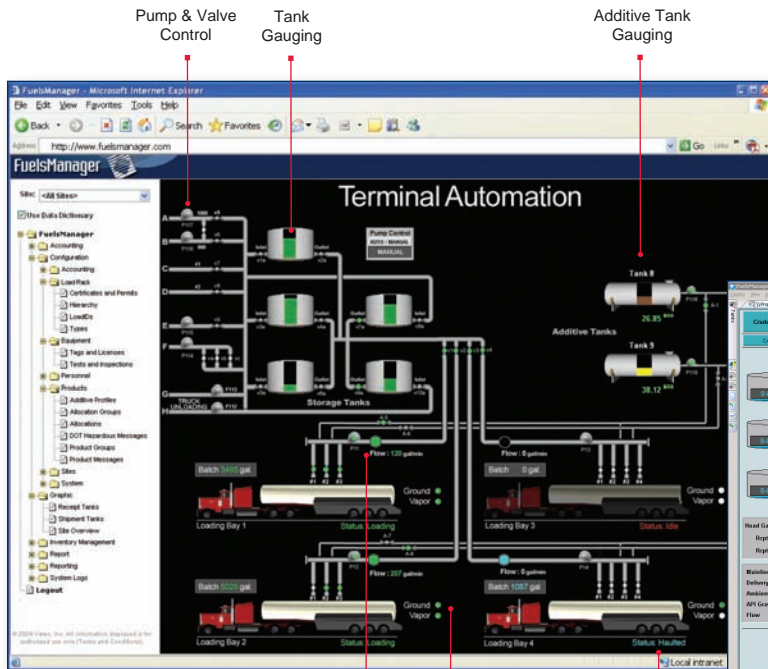


Throughput Calculator Dialog

Load Rack Status

Custom displays represent your loading operations with data or status of all integrated equipment displayed to your operator.

► Using powerful drawing tools SCADA graphics can be created to suit your particular terminal configuration.

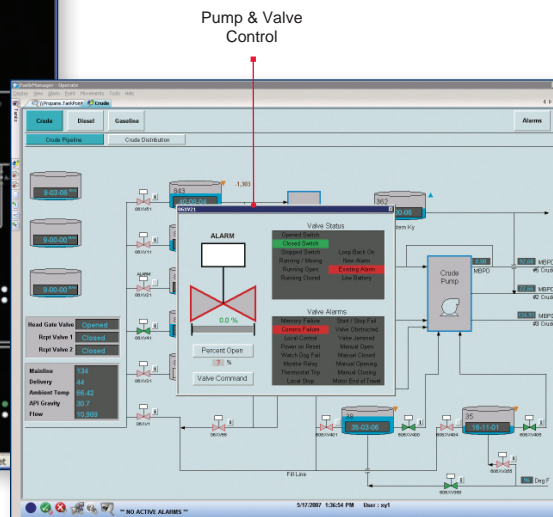


Example Load Rack Status Display

Flow Rates

Safety Indicators

Rack Status



Pump & Valve Control

Bill of Lading

From a single display, your operators are able to search, review, edit, preview, print and manually create BOLs.

Quick Navigation

BOL Header

BOL Line Items

Report Toolbar

Bill of Lading

Add/Reverse/Update BOLs

Varec®

► BOLs can be automatically printed, saved as Adobe PDF or exported to Microsoft Excel.

► Configure rules for printing BOLs with incomplete loads or broken blends.

► Customize BOLs using Microsoft Reporting Services.

► Details such as bill to, ship-to, carrier, product, quantity, temperature, density, etc. are all available based on your facilities configuration.

Control product throughput at any level in the company hierarchy. Allocations can be defined per day, week, month or year and also configured to automatically reset at the end of the allocation period.



Companies

Assign multiple roles for all companies within your supply chain, such as a Supplier, Manager, Stockholder, Shipper, Bill-to Customer, Ship-to Customer or Carrier.

► Administrators are able to restrict access and lock out particular companies for operator commands or loading functions. e.g. ship-to-customers can only load products for which they have been authorized within their company role.

The screenshot shows the 'Company Configuration' window in the FuelsManager application. The window has a sidebar on the left with a 'Quick Navigation' tree. The main area is titled 'Company Configuration' and has tabs for 'General', 'Ship To', 'Groups', 'Certificates & Permits', and 'User Data'. The 'General' tab is active, showing 'Authorized Products' and 'Authorized Carriers' sections. Red arrows point from text labels to specific elements in the interface:

- Quick Navigation** points to the sidebar tree.
- Add Products** points to the 'Add' button in the 'Authorized Products' section.
- Authorized Carriers** points to the 'Authorized Carriers' list.
- Company Configuration Sub-menu** points to the 'Company Configuration' title bar.
- Authorized Products** points to the 'Authorized Products' table.

Edit	Delete	Product ID	Additive Profile	ShipTo Product ID	ShipTo Product Code	ShipTo Load Rack Display Text	ShipTo Instructions
		K-1 KEROSENE		Kerosene Heating Oil	KHO	Kerosene	<input type="button" value="Add"/>
		PROPANE		Propane Fuel	PROP	Propane	<input type="button" value="Add"/>
		Unleaded 87		Unleaded Gasoline	UL87	Unleaded	<input type="button" value="Add"/>
		Unleaded RVF		Regular Unleaded	RU	Regular	<input type="button" value="Add"/>

Authorized Carriers:

<input checked="" type="checkbox"/>	Cleveland Transit
<input checked="" type="checkbox"/>	Drummond Lines
<input checked="" type="checkbox"/>	Jorell Trucking
<input checked="" type="checkbox"/>	Wendell Carriers

Type: Purchase Order Required ☐

* Denotes Required Field

Company Configuration

Equipment & Stations

Various stations are supported, including entry and exit gates, loading racks, weigh stations and equipment types, such as tractor, trailer, rail car, etc., each with it's individual configuration. For example, test and inspection information can be stored for trucks and loading cannot occur unless a specific truck meets the requirements you have set.

- Administrators are able to restrict access and lock out particular equipment or stations for operator commands or loading functions.

Equipment Configuration

Quick Navigation

Equipment Configuration Sub-menu

Allocation Header

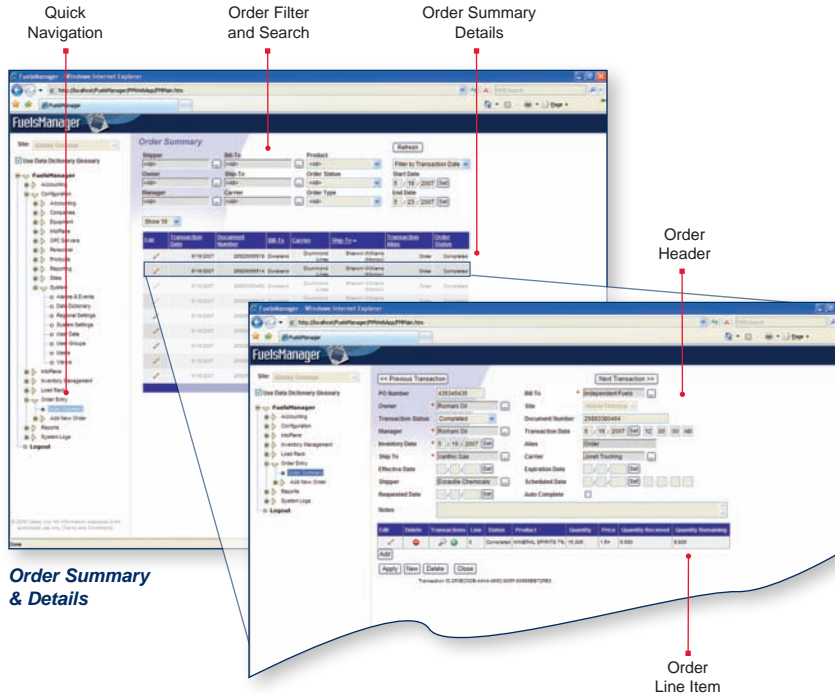
New Equipment

* Denotes Required Field

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Order Summary & Details

Your terminal operators are able to view a master summary for all customers, while your customers are provided the same intuitive interface, but are restricted to viewing only their own order summary. Accessed from the order summary, each order detail can be fully configured to display only the data relevant to a particular order type or based on relevance to the customer.



Order Summary
& Details

- ▶ download orders from other ERP systems, such as SAP.
- ▶ Orders can be printed, saved as Adobe PDF or exported to Microsoft Excel.
- ▶ Details such as bill to, ship-to, carrier, product, quantity, scheduled date or date range, etc. are all available based on your facilities configuration.
- ▶ orders can be set to "Auto Complete" based on a successful load/pickup of product.

Accounting Ledger

Select, sort and filter from all fueling transactions to view the transaction details for specific customers.

The screenshot displays the FuelsManager Accounting Ledger interface. The top section shows a table of transactions with columns for Inventory Date, Begin Inventory, Bulk Invoice, Total, Product, Load Rack, and Book Inventory. A red arrow points to the 'Select, Filter and Sort' controls above the table. Another red arrow points to the 'Ledger Summary' link. A third red arrow points to the 'Transaction Header' section of the detailed view. A fourth red arrow points to the 'Transaction Line Items' table within the detailed view.

Accounting Ledger

Transaction Detail

Transaction Header

Transaction Line Items

Inventory Date	Begin Inventory	Bulk Invoice	Total	Product	Load Rack	Book Inventory
4-1-2007	879,777.0	(2,682.0)	877,095.0	PROFANE	35,222.0	861,848.0
4-2-2007	861,848.0	(24,132.0)	837,716.0	PROFANE	0.0	837,716.0
4-3-2007	837,716.0	(18,262.0)	819,454.0	PROFANE	0.0	819,454.0
4-4-2007	819,454.0	(17,132.0)	802,322.0	PROFANE	0.0	802,322.0
4-5-2007	802,322.0	(1,712.0)	790,610.0	PROFANE	0.0	790,610.0
4-6-2007	790,610.0	(26,112.0)	764,498.0	PROFANE	24,474.0	740,024.0
4-7-2007	740,024.0	(1,458.0)	738,566.0	PROFANE	24,474.0	714,092.0
4-8-2007	714,092.0	(19,242.0)	694,850.0	PROFANE	24,474.0	670,376.0
4-9-2007	670,376.0	(23,358.0)	647,018.0	PROFANE	0.0	647,018.0
4-10-2007	647,018.0	(2,552.0)	644,466.0	PROFANE	0.0	644,466.0
4-11-2007	644,466.0	(2,552.0)	641,914.0	PROFANE	15,362.0	626,552.0
4-12-2007	626,552.0	(2,552.0)	624,000.0	PROFANE	0.0	624,000.0
4-13-2007	624,000.0	(2,552.0)	621,448.0	PROFANE	0.0	621,448.0
4-14-2007	621,448.0	(2,552.0)	618,896.0	PROFANE	0.0	618,896.0

Transaction Detail

Transaction Header

ID: 00064EE548F44A1844D27003A828 Site: 00064EE548F44A1844D27003A828

Alias: 00064EE548F44A1844D27003A828 Transaction Date: 4/1/2007 12:00:00 AM

Inventory Date: 4/1/2007 Manager: 00064EE548F44A1844D27003A828

Owner: 00064EE548F44A1844D27003A828 Reversal: 00064EE548F44A1844D27003A828

Ship To: Georgia Energy Transaction Status: Completed

Transaction Line Items

Add	Subline Item	Unit	Line Number	Product	Gross	Net	Item Status
1	PROFANE	19,387	19,387	Completed			
2	Premium 93	10,000	10,000	Completed			
3	Unleaded 87	8,000	8,000	Completed			
4	Mid 89	8,000	8,000	Completed			

- ▶ Display any of the 174 standard data fields and up to 24 user defined data fields that have been configured for any individual transaction.
- ▶ Select any detail on the ledger with a hyperlink to view that particular transactions details.
- ▶ View totals in gross, net or both.
- ▶ Perform reconciliation and closeout on your schedule.
- ▶ Perform end-of-day and end-of-month processes.



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